

TOWN OF NARRAGANSETT

REQUEST FOR PROPOSALS

Professional Engineering Services

Narragansett, Rhode Island



Susan W. Gallagher, Purchasing Agent
Jeffrey Ceasrine, P.E., Town Engineer

Proposal Due Date: September 4, 2013 @ 11:00 AM

INVITATION TO BID

Separate sealed Proposals will be received by the **TOWN OF NARRAGANSETT, RHODE ISLAND** for **PROFESSIONAL ENGINEERING SERVICES** on or before **11:00 a.m.** on **Wednesday, September 4, 2013** at the office of the Purchasing Agent, 25 Fifth Avenue, Narragansett, RI and at that time will be opened and read in public.

Specifications may be obtained at the Purchasing Office, 25 Fifth Avenue, Narragansett, Rhode Island between the hours of 8:30 a.m. and 4:30 p.m. **Monday through Friday** and are available on the Town of Narragansett website, www.narragansettri.gov.

All bids must be submitted on the bid form provided, in duplicate and clearly marked:

(Sealed Proposal)

PROFESSIONAL ENGINEERING SERVICES

Bids must be enclosed in an opaque envelope addressed to "Purchasing Agent, Town Hall, 25 Fifth Avenue, Narragansett, Rhode Island 02882-3699" bearing the name and address of the bidder.

No bidder may withdraw his/her bid within ninety (90) days after the scheduled closing time for receipt of bid.

The Town of Narragansett reserves the right to reject any/all bids, waive any informalities in the bids received and to accept and award the bid to the lowest qualified bid deemed most favorable to the interest of the Town of Narragansett.

Individuals requesting interpreter services for the hearing impaired must notify the Finance Department (401)782-0644 three business days prior to the bid opening.

Susan W. Gallagher
Purchasing Agent

TOWN OF NARRAGANSETT
ENGINEERING DEPARTMENT
REQUEST FOR PROPOSALS
PROFESSIONAL ENGINEERING SERVICES

I. INTRODUCTION

The Town of Narragansett, Rhode Island is soliciting proposals for professional engineering services related to a variety of upcoming Capital Improvement Projects. Said services may include study, design, and construction administration activities related to public utility infrastructure. It should be noted that the Town, through a similar process in 2012 for architectural\engineering services, has created a list of qualified firms for building-related work. This new process will be complementary to that existing list – firms may appear on both, depending on qualifications and services offered.

II. BACKGROUND

Each fiscal year (July 1st - June 30th), a new Capital Improvement Program (CIP) budget is adopted by the Narragansett Town Council. This budget establishes funding appropriations for infrastructure and utility projects (study, design, construction, and operation/maintenance phases). The purpose of this Request for Proposals is to secure professional engineering services to complement the available in-house technical services that the various Town departments can provide for said projects.

The required services will range in scope and complexity, depending on the specific project, and may include such general topics as: topographic surveys and mapping, drainage studies, digitizing of utility plans, GIS-related work, traffic studies, utility evaluation and design (water, wastewater, and storm drainage conveyance, water treatment and storage, wastewater treatment, hydraulic modeling), wastewater pretreatment, building systems, storm water treatment (Best Management Practices, regulatory compliance documents, etc.), flood control, SCADA services, HVAC, electrical, and mechanical engineering, environmental engineering, and the associated preparation of reports, permit applications, plans, specifications, and construction estimates, and services during construction.

Under this Request for Proposals, interested consultants are to submit detailed qualifications statements relative to the general topics listed above. Said statements can be for any or all of the listed topics, and should be specific as to the consultant's area(s) of expertise and intent to be considered qualified for same. It is not necessary for a respondent to be qualified in all areas of expertise listed herein in order to submit a proposal and to be considered for work under this offering. Interested consultants will also submit a rate schedule for personnel as described herein.

III. SCOPE OF WORK

It is the intent of the Town to negotiate a specific Scope of Work on a project-by-project basis with the selected consultant, taking into account the required work elements, the available information and resources that the Town may have, and the consultant's particular skill set. The selected consultant will be required to provide a detailed written estimate of their anticipated fees for each such project (*at no charge*). No actual work on the project can commence or will be

considered until written authorization to proceed is granted by the Town.

Specific disciplines that may be used under this format include:

- Traffic and Transportation
- Water Treatment, Conveyance, and Storage (including Hydraulic Modeling)
- Wastewater Treatment, Conveyance, and Storage
- Storm Water Conveyance and Treatment, and Flood Control
- HVAC, Electrical, and Mechanical Engineering
- Environmental Engineering
- General and Miscellaneous Engineering and Survey Services, such as plan updating, GIS, digitizing, mapping for conceptual studies, etc.

The following is illustrative, but may not necessarily be all-inclusive of the scope of services that may be required under a major CIP initiative. Obviously, projects that are smaller in scope may not include all of these elements. Attendance at meetings with the staff and Town officials is included within the overall scope (to be defined on a job-by-job basis).

The required Scope of Work may include four (4) phases: (1) conceptual development and planning, (2) the preparation of design plans and specifications, ready for bidding, and permitting services; (3) bidding services; and (4) administrative services during construction, all as are necessary to support the complete construction of the proposed improvements:

- A. Conceptual Development and Planning services will include feasibility studies and “order-of-magnitude” cost estimating services. While the Town will typically coordinate all funding processes, this phase may include the investigation into and application for applicable grant and/or loan funding.
- B. Design Services shall include the delivery of design documents in accordance with industry standard utility and site work plans, and shall include the following:
 - Preparation of schematic design drawings, calculations, and draft specifications necessary to fully support the Facility design and construction.
 - Preparation of a construction sequence plan and time line.
 - Probable opinion of cost.
 - Preparation of final drawings and specifications, ready for bidding, in accordance with generally-accepted standards for utilities and site work, and in conformance with all applicable Federal, State, and local codes.
 - Permitting and regulatory compliance – reports, exhibits, etc. as necessary to support all permit applications.
- C. Bidding Services shall include answering questions and issuing addenda as necessary during the advertising and bidding phase of the project, evaluating bids that are received, and providing a written bid evaluation and recommendation for an award of a construction contract.
- D. Administrative Services during Construction shall include the following:
 - Review of shop drawings, catalog cuts, and product submittals for conformity with the letter and intent of the contract documents.
 - Review of applications for payment and change orders, and written recommendations for same.
 - Periodic job meetings to monitor and report on the construction progress, and to provide interpretations as to the letter and intent of the contract documents.
 - Review of certifications, warranties, etc. and preparation of Operation and

Maintenance Manual for the Facility (to include copies of all warranties, approved shop drawings, etc.).

- Coordination (with the General Contractor) of all start-up services for all equipment.
- Preparation of as-built drawings (paper and electronic).

It is (generally) the intent of the Town to advertise and award a single contract for the complete construction (turn-key basis) of any such building improvement project that may be initiated under this format. The Town will provide the “front-end” specifications, including bond forms, instructions to bidders, etc. to the engineering firm selected under this RFP.

IV. QUALIFICATIONS

1. All necessary engineering work is to be performed by or under the direct supervision of (as allowed by law) a Registered Professional Engineer who is currently licensed to practice in the State of Rhode Island.
2. All survey work is to be performed by or under the direct supervision of (as allowed by law) a Registered Land Surveyor who is currently licensed to practice in the State of Rhode Island.
3. All work is to be performed by firms or individuals within firms having at least five (5) years experience in the specific field or discipline in question.
4. in Section III “Scope of Work” of this Request for Proposals. A separate list of all intended sub-consultants must also be provided, identifying the tasks for the sub-consultant and the (proposed) relationship between the respondent and the sub-consultant (i.e. joint venture, straight sub-consultant basis, etc.). Similar qualifications information should also be supplied for each proposed sub-consultant.

V. SUBMISSION OF PROPOSAL

In addition to the Statement of Qualifications noted above, the respondent is to submit detailed cost information (“Fee Proposal”) that will identify the proposed cost structure for reimbursement, including hourly (or other fixed period) rates and multipliers for all personnel and/or task items, minimum billing increments for same (i.e. hours, half-hours, full days, etc.) as well as reimbursable cost policies (i.e. billed at cost, billed at cost plus a fixed percentage, etc.). At a minimum, hourly rates (including overhead and profit) must be included for the major personnel/position categories in the respondent’s firm (as applicable), including, but not limited to, principal, project manager, senior project engineer, project engineer, staff engineer, CADD operator, GIS specialist, construction inspector, and clerical. It is not necessary for a respondent to employ personnel in each category, but the RFP must clearly identify all categories that the respondent will bill for during the course of the contract. Specific titles need to be identified. If your firm uses different titles than specified above, please note accordingly within your proposal. Rates must be for fixed per-hour amounts; ranges will not be accepted. There will be no reimbursement allowed for travel expenses (i.e. mileage), meals, or other customary consumable expenses.

The use of outside services that are required for the performance of any particular job (i.e. soil

borings, testing laboratory services, asbestos abatement, etc.) requires prior approval from the Town, and must be provided by the successful respondent at the actual invoice cost for said services.

All rates (initial and/or adjusted as noted below) accepted under this proposal shall remain in effect for a period of one (1) year from the date of the contract award. Upon written agreement by both the Town and the respondent, the term may be extended for subsequent years (on an annual review basis). All rates, terms, and contract conditions must remain the same as originally proposed in order to exercise this extension option. Any planned adjustment in said rates during that period must be clearly noted within the Cost Proposal in order to receive consideration. *It should be noted that there is no set minimum or maximum amount of work during the term of the agreement (initial or extended.)*

The Town reserves the exclusive right to select multiple consultants under this RFP, based on pricing, skills and qualifications, and other such evaluation measures as the Town may apply. For example, the Town may select an architectural firm and may also select a separate structural engineering firm. The Town further reserves the right to independently secure related professional services outside of this process. This is non-exclusive process that does not guarantee that any single respondent will receive all applicable work within a specific discipline during the contract period.

VI. PROJECT TIMETABLES AND DELIVERABLES

- | | |
|----------------------------------|-------------------------------------|
| - Solicitation of Proposals: | August 14, 2013 – September 4, 2013 |
| - Submission of Proposals: | September 4, 2013 @ 11:00 AM |
| - Selection of Consultant/Award: | To be determined. |

Two (2) copies of the respondent's Statement of Qualifications and Fee Proposal, in the form specified, are to be submitted on or before 11:00 AM on September 4, 2013 to:

Susan Gallagher, Purchasing Agent
Town of Narragansett
25 Fifth Avenue
Narragansett, RI 02882
(401) 782-0644

Questions concerning the overall content of this Request for Proposals should be addressed to:

Jeffrey Ceasrine, P.E., Town Engineer
Town of Narragansett
25 Fifth Avenue
Narragansett, RI 02882
(401) 782-0637

VII. FORM OF AGREEMENT

The successful respondent shall enter into an agreement in the specific format as attached herein. There will be no deviation from this standard allowed.

VIII. PROJECT FUNDING

Work conducted under this RFP will generally, although not exclusively, be funded through current adopted budget appropriations. From time to time, the Town participates in outside funding mechanisms (i.e. grants and loans), which may be used to fund projects under this RFP.

IX. SELECTION CRITERIA

This will be a “Qualifications Based Selection (QBS)” process. Proposals will be examined and technically evaluated based on the factors presented below. It is the responsibility of the CONSULTANT to provide information, evidence or exhibits which clearly demonstrate the ability to satisfactorily respond to the project requirements and the factors listed below. The Town will select the top ranked firm for each specific area of expertise based on the criteria herein as it may apply to the specific project Scope of Work.

A. Company Qualifications and Experience (Maximum 25 points)

Specialized design experience is required of the company in a series of work areas - proposals must clearly demonstrate full knowledge, understanding, and experience in the methods, techniques, and guidelines required for the performance of the required work:

1. Experience demonstrated on similar projects.
2. Knowledge of current issues and state of the art techniques in the relevant technical areas.
3. The ability to provide the necessary skills and expertise from in-house resources.
4. Methods for assuring product quality, cost control, delivery schedule, and project oversight (a narrative description of the CONSULTANT’s quality control plan must be included).
5. The CONSULTANT should address the proposed level of effort by task for each employee category.

****All preceding elements are of equal importance.**

B. Personnel Qualifications and Availability (Maximum 25 points)

Specialized experience is required of the project personnel proposed to undertake the work assignments - proposal must clearly demonstrate the capability, academic background, training, certifications and experience of the proposed personnel:

1. Availability of the proposed staff must be demonstrated.
2. A demonstrated expertise and ability for rapid turn-around and flexibility on short-term projects.
3. Project Manager(s) must have the ability to effectively direct multiple simultaneous work assignments.

4. Project Manager(s) must have the ability to integrate and utilize interdisciplinary teams effectively on assignments requiring a variety of skills and expertise from in-house resources.

C. Performance Record of Firm (Maximum 15 points)

A list of references of at least three (3) recent contracting officers on projects of a similar magnitude and complexity; references must include telephone number and affiliation.

D. Project/ Process Understanding (Maximum 10 points)

The CONSULTANT must demonstrate comprehension of the role and function of this contract in meeting the needs of the Town. In addition CONSULTANT shall have a working knowledge of the geographic area as evidenced by prior work experience in the region.

E. Cost Evaluation (Maximum 25 points)

Cost will be considered as an independent factor from the above evaluation factors. The cost proposal will be evaluated not only to determine whether it is reasonable, but also to determine the CONSULTANT's understanding of the magnitude of the Scope of Work and ability to complete the contract.

X. EVALUATION PROCEDURE

A review team consisting of Town of Narragansett senior staff members will review and rank all proposals that are received. A recommendation will then be made to the Purchasing Agent, and subsequently to the Town Council for an award.

The evaluation process will include a point scoring scheme as noted above.

*Note: Pursuant to R.I.G.L. 45-55-8.1, the ultimate selection shall be determined by the Qualification-Based Selection Process outlined by the Rhode Island Consulting Engineers (RICE), regardless of the bid proposal prices.

**AGREEMENT FOR
PROFESSIONAL SERVICES
RELATING TO
PROFESSIONAL ENGINEERING SERVICES
BETWEEN
THE TOWN OF NARRAGANSETT
AND**

THIS AGREEMENT made and entered into this__ day of _____, 2013 by and between the Town of Narragansett, hereinafter called the "CLIENT" and _____, hereinafter called the "CONSULTANT".

WITNESSETH, that in consideration of the mutual covenants and agreements herein contained, the parties hereto do mutually agree as follows:

ARTICLE 1 EMPLOYMENT OF THE CONSULTANT: The CLIENT hereby employs the CONSULTANT and the CONSULTANT agrees to perform professional services hereinafter relating to Professional Engineering Services for various Town projects.

ARTICLE 2 RESPONSIBILITY OF THE CLIENT: The CLIENT will furnish the CONSULTANT and shall assist him/her in obtaining from Town and State agencies and private individuals or companies such information and data as are available and pertinent to the work contemplated under this Agreement. The CONSULTANT shall have the right to rely upon such data and information that appears to be credible and shall not be responsible for any inaccuracies of deficiencies contained therein. In general, the CLIENT shall:

1. Provide sanitary sewer, storm drain, water distribution, and transportation maps, and other resource mapping as available and where necessary for the completion of the Project.
2. Provide all available utility data related to the Project, as well as previous related plans and studies.
3. Provide all data on proposed planning projects in the project areas.
4. Designate, when necessary, a representative authorized to act in this behalf with respect to the Project. The CLIENT shall examine documents submitted by the CONSULTANT and shall render decisions pertaining thereto promptly, to avoid unreasonable delay in the progress of the CONSULTANT'S services.
5. Furnish information required of him/her as expeditiously as necessary for the orderly progress of the Work.
6. Give prompt written notice if he/she becomes aware of any fault or defect in the Project or non-conformance with the Contract Documents.

ARTICLE 3 CHARACTER AND EXTENT OF SERVICES: The CONSULTANT shall furnish the CLIENT the professional services in accordance with the Scope of Work items referenced within the Request for Proposals and/or as negotiated herein for each specific project. The Request for Proposals and other elements relating to a Scope of Services is attached as Exhibit "A" to this document. These services will be completed on or before the dates stipulated within the Request For Proposals.

ARTICLE 4 COMPENSATION FOR PROFESSIONAL AND SUPPLEMENTAL SERVICES:

Compensation to CONSULTANT for professional services shall be based upon and measured by the following elements which are set forth below:

1. For providing all of the professional services as described in Exhibit "A", the CLIENT shall reimburse the CONSULTANT in accordance with the approved compensation schedule which shall represent the full compensation for all of the required services.
2. The CLIENT may, at his/her discretion, retain up to ten (10) percent from each payment request that is submitted and approved. Said retainage, if withheld, shall generally be for tasks/items that require outside (i.e. regulatory) approval, and shall be released upon receipt of said approval. Said retainage may also be withheld for tasks/items that require typical start-up services (i.e. flow calibration, etc.), and shall be released upon satisfactory completion of same.
3. Supplemental Services. For performance of work beyond the Scope of Services as described in Exhibit "A", compensation shall be as set forth with following Schedule of Charges.

Schedule of Charges

A. FEES:

Per accepted proposal.

B. OTHER CHARGES:

Reimbursables

These charges are in addition to the fee for services and shall include actual approved expenditures made in the interest of the project such as: reproductions of drawings, specifications and reports (except for copies for CONSULTANT'S internal use), photography, models and renderings, equipment rental, postage and delivery charges on any of the preceding.

Consultants

Consultant or other outside services such as, but not limited to, laboratory testing, boring contractors, etc., engaged by CONSULTANT pursuant to the Request for Proposals shall be billed at the actual cost of said service (invoices to be provided by the CONSULTANT).

Taxes

Taxes such as, but not limited to, Value Added Tax (VAT), State Sales Tax, excise or gross receipts tax imposed on CONSULTANT'S services shall be added to the compensation or fees. The taxes would not apply if waived through application of tax-exempt status.

4. Payment for these services shall be made monthly in proportion to the services performed as determined by the CONSULTANT and agreed to by the CLIENT. The monthly invoice will list tasks and percent completed to date. Payment will be based on the

percentages complete for each task.

5. Balance outstanding more than sixty (60) days from date of invoicing shall bear interest at a rate of one (1) percent per month. The amount of interest charged shall not exceed twelve (12) percent per year. If the CLIENT fails to make any payment due CONSULTANT within sixty (60) days of the date of invoicing, the CONSULTANT may, after seven (7) days written notice to the CLIENT, suspend services under this Agreement until the CONSULTANT has been paid in full amounts due it on account of services and expenses.
6. Failure to pay invoices within sixty (60) days from date of invoicing shall grant CONSULTANT the right to refuse to render further services and such actions shall not be a breach of any contractual agreement with the CLIENT.

ARTICLE 5 REVISION OF WORK: If, after the CONSULTANT has been authorized to proceed with the work under this Agreement, the CLIENT shall set aside the whole or any part of the CONSULTANT'S studies, drawings or specifications or shall make such changes in the requirements as shall necessitate redesigning and/or redrawing, the CLIENT shall pay the CONSULTANT as provided in ARTICLE 4 above for the work required by the redesigning and/or redrawing.

ARTICLE 6 ADDITIONAL WORK: If, during the performance of this Agreement, other or additional services are required in connection with this Agreement, the CLIENT may order the CONSULTANT to perform such other or additional services, payment to the CONSULTANT for same shall be as provided in ARTICLE 4 above. In order to be eligible for payment for any such other or additional services, CONSULTANT must receive, prior to commencement of the work the prior written authorization from CLIENT.

ARTICLE 7 ABANDONMENT OF PROJECT: If the CLIENT shall, at any time during the performance of this Agreement, deem it expedient or it shall become necessary for the CLIENT to abandon or involuntarily defer the Work under this Agreement or any part thereof before completion of the services to be rendered hereunder, the CONSULTANT shall be entitled to compensation for any uncompensated Work performed prior to such time. Payment to the CONSULTANT for same shall not exceed the negotiated fee set forth in ARTICLE 4 and shall be based upon the proportion of service completed as of the date of termination.

ARTICLE 8 TERMINATION: In the event that either party hereto shall default in its obligations substantially to perform in accordance with the terms of this Agreement, the other party may demand, in writing, that such default be cured within thirty (30) days. Where the defaulting party has failed to cure within the foregoing time frame, the other party may then terminate this Agreement by giving fifteen (15) days written notice of termination provided, however, that where compliance with the terms of this Article may put the terminating party in non-compliance with any federal or state law, regulation, administrative or court order, or any other legal requirement, then, in that event, the terminating party may terminate this Agreement by giving 48 hours written notice to the other party.

ARTICLE 9 INDEMNIFICATION: The CLIENT shall indemnify and hold harmless the CONSULTANT and the CONSULTANT'S agents and employees from any liability or claim arising out of the negligence of the CLIENT or his Agents, Servants, and independent

Contractors in the performance of work contemplated under this Agreement. The CONSULTANT shall indemnify and hold harmless the CLIENT and the CLIENT'S agents and employees from any liability or claim arising out of the negligence of the CONSULTANT or his Agents, Servants and independent Contractors in the performance of work contemplated under this Agreement.

ARTICLE 10 LIFE AND LIMITATIONS OF THE AGREEMENT:

- A. It is agreed that in the event that the CONSULTANT is required by CLIENT to appear in litigation and/or arbitration for or on behalf of the CLIENT, that it shall receive additional compensation therefore. Reimbursement for such services shall be as described in ARTICLE 4, Paragraph 3, SUPPLEMENTAL SERVICES.
- B. It is agreed that this Agreement shall remain in full force until the Work is completed and payment made therefore to the CONSULTANT, except that the indemnification as defined in ARTICLE 10 shall survive the contract.
- C. The CONSULTANT, in its preparation of construction cost estimates, uses its best judgment as a professional familiar with the construction industry. It is recognized that neither CONSULTANT nor the CLIENT has control over the cost of labor, materials, or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding market or negotiating conditions. Accordingly, CONSULTANT cannot and does not warrant or represent that Bids received or negotiated prices will not vary from the original estimates that were provided to the CLIENT.
- D. During the term of this Agreement, CONSULTANT shall maintain insurance coverage in the types and amounts specified in Exhibit B, while it is hereby incorporated by reference and made a part of this Agreement.

Insurance certificates evidencing the above insurance coverage shall be provided by CONSULTANT within ten (10) calendar days of an acceptance of a proposal for professional services. In the event of cancellation of any of the insurance coverages contemplated by this Agreement, CONSULTANT will provide 48 hours written notice to the CLIENT.

In the event of any change to any of the insurance coverage contemplated by this Agreement, CONSULTANT will provide not less than 20 days prior written notice to CLIENT of any such change.

ARTICLE 11 GOVERNING LAW: This Agreement shall be construed and enforced in accordance with the laws of the State of Rhode Island.

ARTICLE 12 SUCCESSORS AND ASSIGNS: The CLIENT and CONSULTANT respectively bind themselves, their partners, successors, assigns and legal representatives to the other Party to this Agreement and to the partners, successors, assigns and legal representatives of such other Party with respect to all covenants of this Agreement. Neither the CLIENT nor CONSULTANT shall assign, sublet or transfer any interest in this Agreement without the written consent of the other and such consent shall not be unreasonably withheld.

ARTICLE 13 NOTICES: All notices required hereunder shall be given in writing to the parties' certified mail, return receipt at the following address:

CONSULTANT

Town of Narragansett
Richard Kerbel
Acting Town Manager
Town of Narragansett
Town Hall, 25 Fifth Ave.
Narragansett, RI 02882

ARTICLE 14 CONSULTANTS' ACCOUNTING RECORDS: Records of expenses and for services performed on the basis of a multiple of Direct Personnel Expenses shall be kept on a generally recognized accounting basis and shall be available to the CLIENT or his authorized representative for either review or audit at mutually convenient times.

ARTICLE 15 OWNERSHIP AND USE OF DOCUMENTS: Drawings, Reports, Specifications and other Documents prepared by CONSULTANT shall become the property of CLIENT.

ARTICLE 16 EXTENT OF AGREEMENT: This Agreement represents the entire and integrated Agreement between the parties and supersedes all prior negotiations and representations. Nothing herein shall be deemed to create any contractual relationship between the CONSULTANT and any other CONSULTANT or Contractor or material supplier on the Project, nor to furnish any notices required under other such contracts, nor shall anything herein be deemed to give anyone not a party to this Agreement any right of action against a party which does not otherwise exist without regard to this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in triplicate as of the day and year first above written.

CONSULTANT

TOWN OF NARRAGANSETT

25 Fifth Avenue
Narragansett, RI 02882

By _____

By _____

Richard Kerbel
Acting Town Manager

Witness _____

Witness _____

Town Council Authorization:

Town Council Approval Date: _____

Approved as to form and legality

By _____
Mark A. McSally, Town Solicitor

EXHIBIT A

SCOPE OF SERVICES

1. This is an Exhibit attached to, made a part of, and incorporated by reference into the "Agreement for Professional Services Relating to Professional Engineering Services made on_____, between the Town of Narragansett ("CLIENT") and ("CONSULTANT") providing for professional services.

2. The complete Request For Proposals package entitled "Professional Engineering Services", and the CONSULTANT'S proposal dated_____are included herein by reference and constitute the required Scope Of Work.

--End of Exhibit A--

EXHIBIT B

INSURANCE REQUIREMENTS

In accordance with ARTICLE 10, Paragraph D, the CONSULTANT shall maintain the following insurance coverages during the entire period of this Agreement.

<u>Type</u>	<u>Amount</u>
Worker's Compensation	\$ Per Statute
Employer's Liability	\$ 100,000.00
Comprehensive General Liability and Property Damage Liability	\$ 1,000,000.00
Automobile Liability and Property Damage Liability	\$ 500,000.00
Valuable Papers	\$ 150,000.00
Professional Liability	\$ 1,000,000.00